



MARINE SAFETY PROGRAM ACTIVITY REPORT INSTRUCTIONS

This information is requested by authority of Part 801, 1994 PA 451, as amended, and 49 CFR Part 18

ALL INFORMATION MUST BE ACCURATELY COMPLETED AS IT IS NEEDED FOR A REPORT TO THE U.S. COAST GUARD IN ORDER FOR THE MICHIGAN DNR TO REMAIN ELIGIBLE FOR THE FEDERAL GRANT.

THIS FORM IS TO BE USED FOR SUBMITTAL TO THE DNR, NOT FOR YOUR DAILY OR MONTHLY COUNTY REPORTING.

THIS FORM MUST BE USED. DO NOT USE OLD FORMS. YOUR COUNTY MAY NEED TO CHANGE THE INFORMATION COLLECTED FROM THE DAILIES.

Counties are required to submit two Semi-Annual Activity Reports and a Yearly Activity Report each year to the Michigan Department of Natural Resources (DNR) for the Marine Safety Program. The reports are due to the Grants Management division as follows:

- Semi-Annual activity report covering January through June is due on July 31.
- FEDERAL FUNDS – Semi-Annual activity report covering July through September is due with the Marine Safety State Aid Voucher. IF YOU HAVE HOURS AFTER SEPTEMBER 30, INCLUDE THEM ON THE YEARLY ACTIVITY REPORT AND MAKE A NOTATION AS TO THE NUMBER OF ADDITIONAL HOURS AND THE PURPOSE.
- STATE FUNDS OR A MIX OF FUNDS – Semi-Annual activity report covering July through December is due on January 15.
- **Yearly activity report is due on January 15 for ALL COUNTIES.** This deadline is necessary in order for the federal report to be completed on time.

GENERAL INSTRUCTIONS

1. A Microsoft Excel spreadsheet is available that can be completed “on line”. This form will be emailed to all counties for which we have email addresses. It is also available on a CD by contacting either Judy Chamberlain (517 373-9443 or chamberlainj1@michigan.gov) or Maureen Houghton (517 373-2965 or houghtonm@michigan.gov).
2. Click on the bottom tabs to move from one worksheet to another.
3. Complete all information. DO NOT REPORT SNOWMOBILE OR ORV ENFORCEMENT HOURS.
4. If two officers are assigned to a boat during patrols, include the hours of both officers.
5. THE FORM MUST BE SIGNED and dated by the officer completing the report, and the commanding officer. If this is the same person, sign in both places.
6. **The hours on the two semi-annual reports must equal the hours on the yearly activity report. The hours on the yearly activity report must equal the hours reported on the Employee Salary/Wages/Fringes Expenditure Detail form (PR1932-1). The only differences should be for those receiving federal funds that had additional hours between October 1 and December 31.**

PAGE 1 INSTRUCTIONS

This page is protected, use the tab key to move through the worksheet.

1. Line 5 – Enter the number of full time officers who worked on the Marine Safety Program during the time period.
2. Line 6 – Enter the name of the county; tab and enter the date the form is completed; tab and enter the number of part time officers who worked on the Marine Safety Program during the time period.
3. Line 8 – For Semi-Annual Reports, place the cursor over the box and a small hand will appear. Click on the box and a check mark will be entered; tab and enter the beginning date of the reporting period; tab and enter the ending date of the reporting period; tab and enter the names of the marine officers.
4. Line 9 – For Yearly Reports, place the cursor over the box and a small hand will appear. Click on the box and a check mark will be entered; tab and enter the year of the reporting period. **NOTE: The cursor will go back to the box for the names of the officers. Tab two more times to go to the next section.**
5. Lines 12 through 22 – Complete the required information. Be sure to enter the names of the bodies of water under Search and Rescue and Body Recovery.

6. Lines 25, 26 & 27 – Boating Safety Students: Line 25 – Enter the number of Boating Safety classes conducted, the number of students trained, the number of students certified, the number of hours spent conducting the classes for PAID STAFF. Line 26 – Enter the number of Boating Safety classes conducted, the number of students trained, the number of students certified, and the number of hours spent conducting the classes for VOLUNTEER STAFF (Note: these hours are not included in the total hours, but are needed for the federal report). Line 27 – Enter the number of volunteer instructors and the number of paid instructors. THIS IS FOR BOATING SAFETY STUDENTS TRAINED ONLY. Any time spent doing seminars on boating safety is to be reported under “Public Meetings”. THE FIGURES HERE SHOULD MATCH THOSE REPORTED ON THE PR1932-6 STUDENTS TRAINED FORM.
7. Lines 30 through 34 – Officer Training: Enter the appropriate information for each category. The “Other DNR Approved Training” must have been pre-approved and the type of training must be stated. (A separate sheet can be attached listing the types of training and the hours.) No hours are needed for Accident Investigation Training or BUI/OUI/Drug Recognition Training, just the number of officers trained. NOTE: Firearms and dive training are ineligible and are not to be included.
8. Lines 36 & 38 – Public Meetings: List the number of hours and the type of meetings.
9. Lines 40 & 42 – Other Agency Cooperation: List the number of cases, the number of hours, the department(s) assisted and the location.
10. Lines 44 through 48 – Complete the information as requested.
11. Line 49 – List the number of hours spent for any other program administration or for other activities for which there is no category provided.
12. Line 51 – This is the total of all hours and will calculate automatically. This figure will also automatically be entered on Line 32 of Page 2.
13. Lines 55-59 – **This information is required by the U.S. Coast Guard and must be reported.**

PAGE 2 INSTRUCTIONS

This page is also protected, but you can navigate the worksheet using the tab key or the arrow keys. The page orientation is landscape due to federal reporting requirements by the U.S. Coast Guard.

1. Line 5 – Enter the name of the county and the date the report was completed.
2. Line 28 – The totals from Pages 3 and 4, if needed, will automatically be entered.
3. Line 29 – The totals will calculate automatically.
4. Line 31 – This is the total hours listed on Line 29. It will be entered automatically.
5. Line 32 – This is the figure on Line 57 of Page 1. It will be entered automatically.
6. Line 33 – Grand Total. This will calculate automatically.

PAGE 3 AND PAGE 4 INSTRUCTIONS

There are enough lines to enter 18 bodies of water on Page 2. Pages 3 and 4 provide an additional 30 lines each for additional bodies of water.

1. Line 5 – Enter the name of the county and the date the report was completed.
2. Line 29 – The totals will calculate automatically and will automatically be entered on Line 28 of Page 2.